



## **Submitting an Application for Admission Through CM/ECF and Related Procedures**

## Table of Contents

Introduction.....	<a href="#">2</a>
Instructions for Submitting the Application Electronically.....	<a href="#">3</a>
Instructions for Submitting Additional Documents for an Existing Application. ....	<a href="#">9</a>
Instructions for Submitting Payment of the Readmission Fee after Leaving Government Service. ....	<a href="#">10</a>
Instructions for Checking Your Bar Status and History.....	<a href="#">15</a>

## Introduction

The [Application for Admission to Practice](#) may be submitted electronically or mailed to the clerk's office. To submit an application electronically, counsel must register for an ECF filer account. A [registration](#) link is available on the court's web site. Current members of the Bar cannot utilize their ECF filer account to submit an application on behalf of another attorney. Applications must be submitted using the ECF filer account of the individual seeking admission.

Non-member ECF filer accounts are activated with limited functionality. Non-members may submit an admissions application through the utilities menu, but will not have the ability to file a document in a case. Once a user is admitted to the Bar, the **File a Document** menu option will be made available.

The fee for admission to the Bar shall be waived for any applicant who has served or who is currently serving as a staff attorney or law clerk to a judge or judges of this Court. Former Court employees must submit separate documentation providing their dates of employment, title, and chamber's affiliation. Attorneys employed by the United States, the District of Columbia, or the Federal Public Defender Service are also exempt from paying the requisite admissions fee. However, pursuant to this Court's order of December 7, 1998, attorneys who leave government service are required to reapply for membership (by letter) and pay the prescribed admission fee if they desire to continue to practice in this Court.

Electronically filed documents containing original signatures, certifications, or seals must be maintained by the applicant during the tenure of their Bar membership. Upon request by the Court, the filer must provide the original documents for review.

The following pages outline the instructions for navigating the submission and payment process and other admissions related activities.

## Instructions for Submitting the Application Electronically

1. Turn off your web browser's pop-up blocker or create an exception for [www.pay.gov](http://www.pay.gov).
2. Log in to [CM/ECF](#).
3. Once the CM/ECF Startup Page appears, select **Bar Admission** from the **Utilities** menu. The Bar Admission window will appear. Read the instructions.

**Bar Admission**

Jurisdiction: DC Circuit Court of Appeals

**INSTRUCTIONS**

**Disable pop-up blockers for [www.pay.gov](http://www.pay.gov) before submitting.**

- A PDF copy of the court's Application for Admission to Practice and any supporting documentation, such as the required certificate of good standing, must be uploaded below. Use the Browse button to locate and upload PDF files. Select **Pay Now and Submit Application** to enter payment information.
- If you qualify for a fee waiver as a current/former D.C. Circuit law clerk or staff attorney, or an attorney employed by the U.S. Government, the District of Columbia Government, or the Federal Public Defender, select the appropriate fee waiver reason. Former D.C. Circuit employees must submit separate documentation providing their dates of employment, position, and chambers' affiliation.
- Once your application has been processed and you have been admitted, you will receive a wall certificate, a bar membership card indicating your admission date, and e-filing will automatically be enabled for your ECF account.
- Electronically filed documents containing original signatures, certifications, or seals must be maintained in paper form by the filer during the tenure of their bar membership. Upon request, the filer must provide original documents for review.

Manner Application Received: Electronic Submission

Fee Waiver Reason:  State of Residence:

Fee Amount: \$226.00

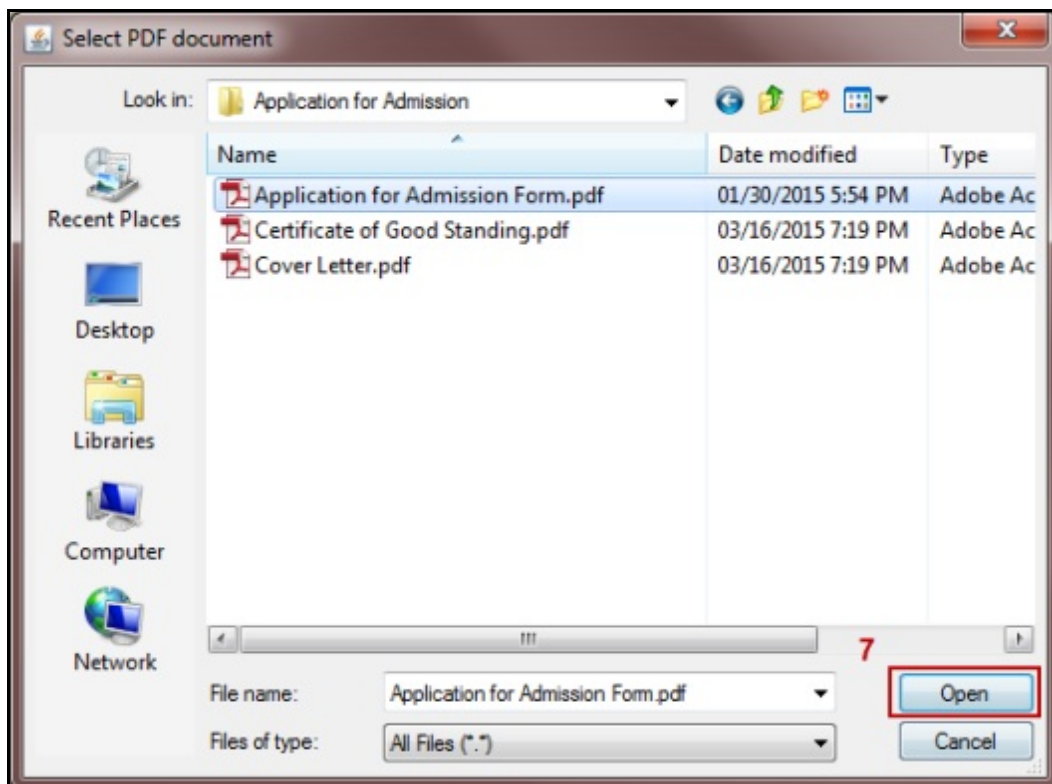
Document:   Description:

4. If applicable, select a **Fee Waiver Reason** from the drop-down list.
5. Select a **State of Residence** from the drop-down list.

6. Select **Browse** to upload the application and supporting documents. The **Select PDF document** dialog box will appear.

The screenshot shows a form with the following elements: "Manner Application Received: Electronic Submission" (labeled 4), "Fee Waiver Reason: -" (labeled 5), "State of Residence: DC" (labeled 5), "Fee Amount: \$226.00", "Document:" (labeled 6), a "Browse..." button (labeled 6), a "Description:" text box, and an "Add Another Document" button.

7. Locate and select the PDF file of the application, then select **Open**. The file path will appear in the **Document** text box.



8. Enter a description for the document.
9. If you have additional admissions related documents to upload, select **Add Another Document** and repeat steps 6-8 for each.

10. Once all documents have been uploaded, either:
- a. Select **Submit Application** and skip the remaining steps (when a fee waiver reason was selected and no payment is required).

Manner Application Received: Electronic Submission

Fee Waiver Reason: Government Attorney (Fed/DC) ▼ State of Residence: DC ▼

Fee Amount: \$0.00

Document: cation for Admission Form.pdf Browse... Description: Application for Admission

Document: ertificate of Good Standing.pdf Browse... Description: Certificate of Good Standing

Add Another Document

**10**

Submit Application Cancel

- b. Select **Pay Now and Submit Application** (when fee payment is required).

Manner Application Received: Electronic Submission

Fee Waiver Reason: - ▼ State of Residence: DC ▼

Fee Amount: \$226.00

Document: cation for Admission Form.pdf Browse... Description: Application for Admission

Document: ertificate of Good Standing.pdf Browse... Description: Certificate of Good Standing

Add Another Document

**10**

Pay Now and Submit Application Cancel

**NOTE: If your web browser's pop-up blocker is turned on, the next screen will not appear. You will have to cancel and start over once you have disabled it or created an exception.**



11. When the new **Online Payment** window or tab opens in your web browser, complete either the **Pay Via Bank Account** section to pay by ACH debit, or the **Pay Via Plastic Card** section to pay by credit/debit card.

- a. For ACH debit payments, select account type and enter the checking account details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with ACH Payment**.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name: John Doe \*

Payment Amount: \$226.00

Account Type: Business Checking \*

Routing Number: 026946783 \*

Account Number: 9243767390 \*

Confirm Account Number: 9243767390 \*

Check Number: 1234

Routing Number      Account Number      Check Number

026946783 9243767390 1234

Payment Date: 04/06/2016

Attorney Name: John Doe

Related Case Number (if any):

Name of Person Completing Transaction: John Doe \*

Contact Phone Number: 202-216-7000 \*

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Continue with ACH Payment** Cancel

- b. For credit/debit card payments, review the billing address and correct if needed. Enter the credit card details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with Plastic Card Payment**.

**Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)**

Required fields are indicated with a red asterisk \*

Account Holder Name: John Doe \*

Payment Amount: \$226.00

Billing Address: 333 Constitution Avenue \*





Billing Address 2:

City: Washington

State / Province: District of Columbia - DC

Zip / Postal Code: 20001-2866

Country: United States \*

Card Type: Visa \*    

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date: 04 / 2018 \*

Attorney Name: John Doe

Related Case Number (if any):

Name of Person Completing Transaction: John Doe \*

Contact Phone Number: 202-216-7000 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Continue with Plastic Card Payment** Cancel

12. Review the payment summary information. Select **Edit this information** to make changes.
13. Enter your email address for an email confirmation of the payment.
14. Check the box next to the authorization and disclosure statement.
15. Select **Submit Payment**

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Account Holder Name: John Doe	Payment Date: 04/06/2016
Payment Amount: \$226.00	Attorney Name:
Account Type: Personal Checking	Related Case Number (if any):
Routing Number: 254074413	Name of Person Completing Transaction: John Doe
Account Number: *****7390	Contact Phone Number: 202-216-7000
Check Number: 1234	

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:  13

Confirm Email Address:  x

CC:

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \* 14

☒ I agree to the authorization and disclosure language. \* 14

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

15

ACH Debit  
Payments

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

<b>Address Information</b>	<b>Account Information</b>	<b>Payment Information</b>
Account Holder Name: John Doe	Card Type: Visa	Payment Amount: \$226.00
333 Constitution Avenue,	Card Number: *****1111	Transaction Date 04/04/2016 16:30 and Time: EDT
Billing NW E Barrett Prettyman	Attorney Name: John Doe	
Address: US Courthouse	Related Case Number (if any):	
Billing Address 2:	Name of Person Completing Transaction:	
City: Washington	Contact Phone Number:	
State / Province: DC		
Zip / Postal Code: 20001-2866		
Country: USA		

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:  13

Confirm Email Address:  x

CC:

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \* 14

☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. \* 14

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

15

Credit/Debit  
Card Payments



16. The system will process your payment authorization and return either a success or failure message.

a. If the payment request is successful:

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: DC-43210-947  
Payment Date: 04/04/2016  
Amount: \$226.00  
Fee Type: Attorney Admission

**You can click the *Close Window* button and log out of CM/ECF.**

Select "**here**" to print a receipt.

b. If the payment request fails or the card is declined:

**Your payment process did not complete. If you did NOT cancel the transaction, please contact your court**

Verify the account information is correct and repeat the submission from the beginning.

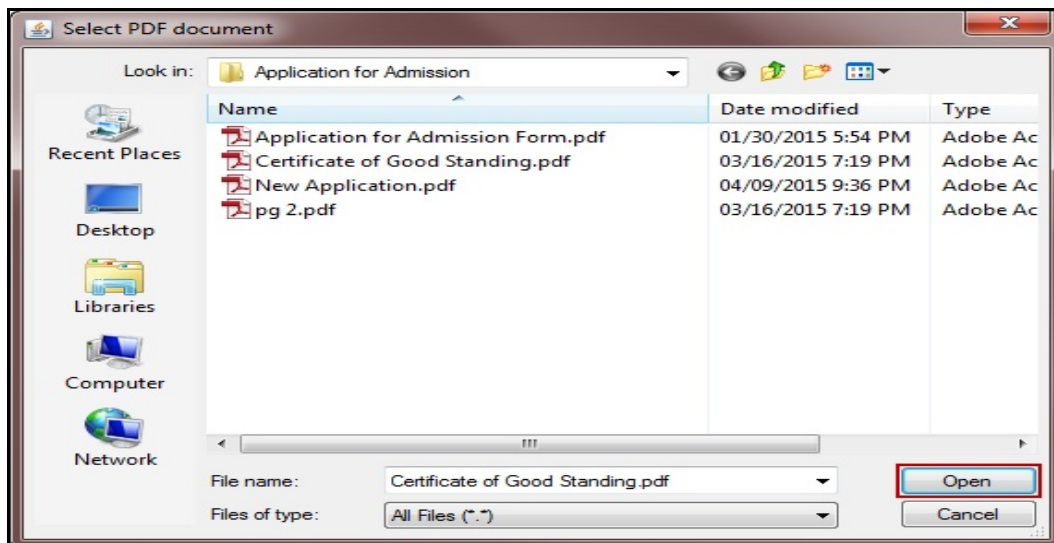
17. Select **Close Window** to complete your transaction and return to CM/ECF.

## Instructions for Submitting Additional Documents for an Existing Application

1. Log in to [CM/ECF](#).
2. Once the CM/ECF Startup Page appears, select **Bar Admission** from the **Utilities** menu. The Bar Admission window will appear.
3. Select **Browse** to upload the additional documents. The **Select PDF document** dialog box will appear.

The screenshot shows a web interface for submitting documents. At the top, there are two text input fields: 'Document:' and 'Description:'. Between them is a 'Browse...' button, which is highlighted with a red rectangular box. Below these fields is an 'Add Another Document' button. Underneath that is a section titled 'View Document(s)' containing a table with two columns: 'Document' and 'Description'. The table has one row with the number '1' in the 'Document' column and 'Application for Admission' in the 'Description' column. At the bottom of the window are two buttons: 'Submit Documents' and 'Cancel'.

4. Locate and select the PDF file of the application, then select **Open**. The file path will appear in the **Document** text box.



5. Enter a description for the document.
6. If you have additional admissions related documents to upload, select **Add Another Document** and repeat steps 3-5 for each.
7. Select **Submit Documents**.

## Instructions for Submitting Payment of the Readmission Fee after Leaving Government Service

1. Log in to [CM/ECF](#).
2. Once the CM/ECF Startup Page appears, select **Bar Admission** from the **Utilities** menu. The Bar Admission window will appear.
3. Select **Update Fee** to remove the fee waiver exemption.

**Bar Admission**

Jurisdiction: DC Circuit Court of Appeals

Bar Status: Pending Review

Manner Application Received: Electronic Submission

Fee Waiver Reason: Government Attorney (Fed/DC) ▼

State of Residence: DC ▼

Fee Amount: \$0.00

Fee Receipt Number:

If the fee waiver is no longer applicable, click the Update Fee button.

**Update Fee**

4. Select **Browse** to upload a copy of the readmission letter received by the court or your own cover letter advising of your intent. The **Select PDF document** dialog box will appear.

Document:  **Browse...** Description:

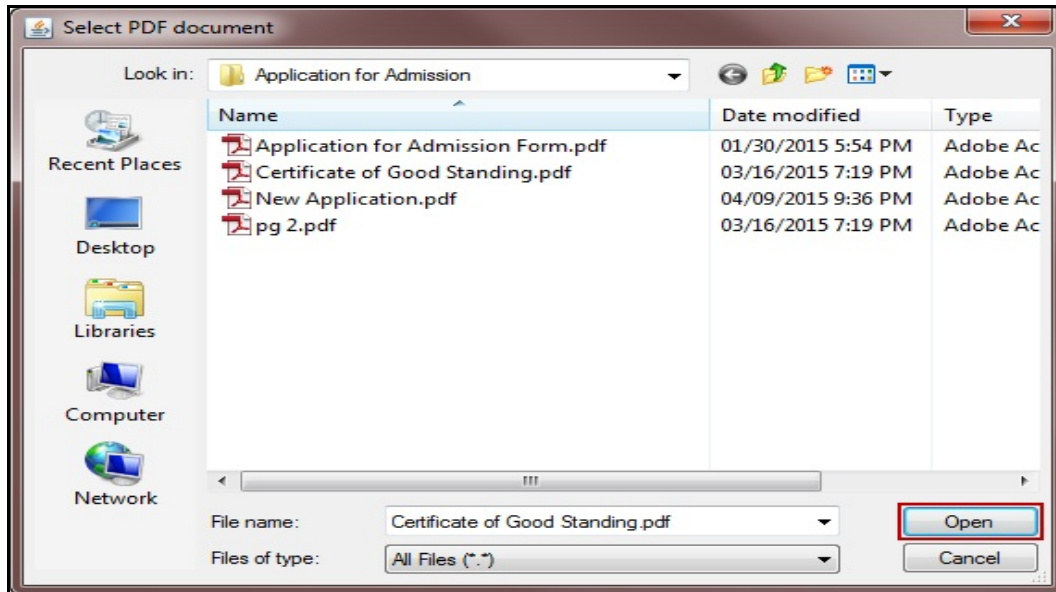
**Add Another Document**

**View Document(s)**

Document	Description
1	Application for Admission

**Pay Now and Update Application** **Cancel**

5. Locate and select the PDF file of the application, then select **Open**. The file path will appear in the **Document** text box.



6. Enter a description for the document.
7. Select **Add Another Document** to add the new document
8. Select **Pay Now and Submit Application** (when fee payment is required).

Document:   Description:

**View Document(s)**

Document	Description
1	Application for Admission

8

**NOTE: If your web browser's pop-up blocker is turned on, the next screen will not appear. You will have to cancel and start over once you have disabled it or created an exception.**

9. When the new **Online Payment** window or tab opens in your web browser, complete either the **Pay Via Bank Account** section to pay by ACH debit, or the **Pay Via Plastic Card** section to pay by credit/debit card.
- a. For ACH debit payments, select account type and enter the checking account details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with ACH Payment**.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name: John Doe \*

Payment Amount: \$226.00

Account Type: Business Checking \*

Routing Number: 026946783 \*

Account Number: 9243767390 \*

Confirm Account Number: 9243767390 \*

Check Number: 1234

Routing Number      Account Number      Check Number

026946783 9243767390 1234

Payment Date: 04/06/2016

Attorney Name: John Doe

Related Case Number (if any):

Name of Person Completing Transaction: John Doe \*

Contact Phone Number: 202-216-7000 \*

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Continue with ACH Payment** Cancel

- b. For credit/debit card payments, review the billing address and correct if needed. Enter the credit card details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with Plastic Card Payment**.

**Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)**

Required fields are indicated with a red asterisk \*

Account Holder Name: John Doe \*

Payment Amount: \$226.00

Billing Address: 333 Constitution Avenue \*





Billing Address 2:

City: Washington

State / Province: District of Columbia - DC

Zip / Postal Code: 20001-2866

Country: United States \*

Card Type: Visa \*    

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date: 04 / 2018 \*

Attorney Name: John Doe

Related Case Number (if any):

Name of Person Completing Transaction: John Doe \*

Contact Phone Number: 202-216-7000 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Continue with Plastic Card Payment** Cancel



10. Review the payment summary information. Select **Edit this information** to make changes.
11. Enter your email address for an email confirmation of the payment.
12. Check the box next to the authorization and disclosure statement.
13. Select **Submit Payment**

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Account Holder Name: John Doe	Payment Date: 04/06/2016
Payment Amount: \$226.00	Attorney Name:
Account Type: Personal Checking	Related Case Number (if any):
Routing Number: 254074413	Name of Person Completing Transaction: John Doe
Account Number: *****7390	Contact Phone Number: 202-216-7000
Check Number: 1234	

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:  **10**

Confirm Email Address:

CC:

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

☒ I agree to the authorization and disclosure language. **11**

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**12**

ACH Debit  
Payments

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

<b>Address Information</b>	<b>Account Information</b>	<b>Payment Information</b>
Account Holder Name: John Doe	Card Type: Visa	Payment Amount: \$226.00
333 Constitution Avenue,	Card Number: *****1111	Transaction Date 04/04/2016 16:30 and Time: EDT
Billing NW E Barrett Prettyman	Attorney Name: John Doe	
Address: US Courthouse	Related Case Number (if any):	
Billing Address 2:	Name of Person Completing Transaction:	
City: Washington	Contact Phone Number:	
State / Province: DC		
Zip / Postal Code: 20001-2866		
Country: USA		

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:  **10**

Confirm Email Address:

CC:

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. **11**

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**12**

Credit/Debit  
Card Payments

14. The system will process your payment authorization and return either a success or failure message.

a. If the payment request is successful:

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: DC-43210-947  
Payment Date: 04/04/2016  
Amount: \$226.00  
Fee Type: Attorney Admission

**You can click the *Close Window* button and log out of CM/ECF.**

Select "**here**" to print a receipt.

b. If the payment request fails or the card is declined:

**Your payment process did not complete. If you did NOT cancel the transaction, please contact your court**

Verify the account information is correct and repeat the submission from the beginning.

15. Select **Close Window** to complete your transaction and return to CM/ECF.

## Instructions for Checking Your Bar Status and History

1. Log in to [CM/ECF](#).
2. Once the CM/ECF Startup Page appears, select **Bar History Report** from the **Utilities** menu. The Bar History Report window will appear.
3. Select the **Admission** link to view associated documents with the admissions record.

### Bar History Report for John Doe

Type	Date Admit/Renew	Projected Renewal Date	Bar Admission/Renewal Status	Payment Method	Receipt Number	Amount
<a href="#">Admission</a>	04/04/2016	04/04/2016	Active	Credit Card	DC-43213-321	\$226.00